



City of Houston
Department of Public Works and Engineering
Informal Contract Agreement
For New Meter Installation: 2-inch Meters and Smaller

This agreement between the City of Houston and the property owner reflects the owner's decision to be responsible for the installation of the water service line and meter described below. This agreement will help coordinate the proper setting of the water meter and service line.

Owner Name: _____ Owner's Phone: (____) _____ Owner's Mailing Address: _____ City: _____

State _____ Zip _____

Contractor's Name (Company): _____ Contractor's Phone: (____) _____ Contractor's Mailing Address _____ City: _____

State _____ Zip _____

	<u>Meter Address</u>	<u>Meter Size</u>	<u>Tap Size</u>	<u>Short/Long</u>
1.	_____	_____	_____	
2.	_____	_____	_____	

Work Order Number

The Owner or Contractor, as representative of the Owner, Understands and Agrees With the Following:

The Contractor shall notify all applicable utility companies by calling (713) 223-4567 and will identify all underground utilities prior to any excavation. The Contractor shall make no tap or set a meter until inspection and meter fees have been paid by the owner/contractor to Utility Customer Service and the City of Houston has issued a Letter of Authorization. The Letter of Authorization will be issued after inspection and meter fees have been received and posted to your account by Utility Customer Service. The Contractor must contact the Water Maintenance Inspection Supervisor or the City Inspector assigned to that project and schedule an inspection of the installation. This must be done at least two (2) working days prior to the meter installation.

In the event that the Contractor cuts any utility company underground lines, it is expressly agreed and understood that the Contractor's insurance company or bonding surety shall hold harmless the City of Houston from any liability, loss, cost, expense and/or damage arising out of or in connection with the work done by the Contractor.

Violation of these guidelines will result in the contractor's immediate removal from the City's approved contractor list and a recommendation to red tag the project (stop work) until a new City-approved contractor is selected by the customer.

The Owner Understands and Agrees With the Following:

1. No work will be initiated until inspection and meter fees have been paid by the owner/contractor to Utility Customer Service. Fees will not be considered as paid until Utility Customer Service has received the fees and posted them to the owner's account.
2. The Owner's Contractor shall make no tap or set a meter until a Letter of Authorization has been issued. The contractor will contact the Water Maintenance Inspection Supervisor at (713) 641-7826 to have an inspector assigned and to schedule the installation.
3. The City of Houston will furnish the meter and meter box only; the Owner or the Owner's contractor will furnish all materials and labor required for complete installation.
4. All work will be inspected by the City of Houston Water Maintenance Inspector.
5. The contractual relationship, if any, between the Owner and the Owner's Contractor shall not impose any burden on the City of Houston with respect to payments due the Contractor.

6. All meters or meter boxes which are connected to the City of Houston's water distribution system will become and remain the sole property of the City.
7. Requests for refunds shall not be approved if a Water Main Extension project has been initiated based on this application.
8. All existing service taps and service lines that will not be used to provide water service for the tract(s) being developed will be cut plugged and abandoned by the owner/contractor at their expense. Meters and final inspection approval will not be issued until all services have been cut, plugged and abandoned.

Expiration: All contract agreements will expire by limitation and become null and void if the work authorized by the contract agreement has not commenced within 360 days from the date of the agreement or if work authorized is suspended or abandoned within 360 days.

The Utility official may extend the time for action by the owner/contractor for a period not to exceed 180 days on written request by the owner/contractor showing that circumstances beyond the control of the owner/contractor to complete the work specified.

Written request for extension should be addressed to Utility Customer Service, 4200 Leeland, Houston, Texas, 77023, Attn.: New Service Section. **No agreement may be extended more than once.** If extension request is not made and posted on or prior to the contract agreement expiration date, the agreement will be considered expired by limitation. Upon the expiration and/or termination of this contract agreement the City will retain the first twenty-five dollars (\$25.00) and ten (10) percent thereof and refund the balance to the applicant. To reestablish service, customers must reapply and pay appropriate fees.

_____	/	_____
Owner's Signature		Date
_____	/	_____
Agent's Signature		Date
_____	/	_____
Administrative Assistant/ Utility Customer Service		Date